

Readiness Checklist for Vendors

What does readiness look like?

On the vendor side:

- Vendors are registered in COMMBUYS
- Vendors have an accurate profile in COMMBUYS
- Vendors know how to find and respond to bids
- Vendors know how to find Purchase Orders sent by COMMBUYS for fulfillment

Readiness in Detail

What?	How?	Resources
Vendors are registered in COMMBUYS	Vendors select someone to serve as their Seller Administration and that person: <ul style="list-style-type: none">• Navigates to www.commbuys.com, clicks on “Registration,” and follows the tab-based sequence to build the vendor’s profile	<ul style="list-style-type: none">✓ Webcasts✓ Job Aids✓ Help Desk
Vendors have an accurate profile in COMMBUYS	Seller Administrators select appropriate commodity (UNSPSC) codes when completing the registration process by: <ul style="list-style-type: none">• Selecting and subscribing to all commodity codes which are related to the goods/services that the vendor is able to provide. Even if a commodity code seems only slightly related to a product or service offered by the vendor, vendors can choose to select that code to ensure that they receive the email alerts of bidding opportunities• A working email address and proper mailing address are entered into the system to ensure that you receive bidding and purchase order notifications.• Refining the code selection as needed over time	<ul style="list-style-type: none">✓ Webcasts✓ Job Aids✓ Help Desk
Vendors know how to find and respond to bids	COMMBUYS users at the vendor have been assigned the “Seller” role by the Seller Administrator and know how to: <ul style="list-style-type: none">• Conduct a search using the “Contracts and Bids Search” at www.commbuys.com or receive email noticed based on their vendor profile in COMMBUYS• Log in to COMMBUYS to prepare and submit a bid online Dependency: Seller Administrator has set up a vendor email address that enables the appropriate vendor representatives to received email notifications of bid opportunities.	<ul style="list-style-type: none">✓ Instructor-led training✓ Job Aids✓ Webcasts✓ Help Desk
Vendors know how to find Purchase Orders sent by COMMBUYS for fulfillments	COMMBUYS users at the vendor have been assigned the “Seller” role by the Seller Administrator and know how to: <ul style="list-style-type: none">• Log in to COMMBUYS• Access POs on the Seller’s home page• Acknowledge receipt, view PO details, and take required fulfilment action	<ul style="list-style-type: none">✓ Job Aids✓ Webcasts✓ Help Desk